

Maurita Johnson, Deputy Director**Authorized Signature****Number:** CW-IM-12-013**Issue Date:** 11/15/2012**Topic:** Foster Care

**Subject:** Entering into OR-Kids the Placement of children and young adults who are placed in Developmental Disabilities foster homes, group homes, or other types of DD facilities.

**Applies to (check all that apply):**

- |                                                                   |                                                               |
|-------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County Mental Health Directors       |
| <input type="checkbox"/> Area Agencies on Aging                   | <input type="checkbox"/> Health Services                      |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers               | <input type="checkbox"/> Other (please specify):              |

**Message:**

All placements of children and young adults in the care or custody of Child Welfare, paid and non-paid, must be entered into OR-Kids.

This Informational Memorandum identifies who to contact if there is no provider record for the DD home or facility, or there is a provider record but the record needs to be updated in order to allow the placement to be entered.

There are several types of DD providers in which CW children or young adults may be placed:

**Child Foster Homes licensed by Developmental Disabilities**

1. When the provider already exists in OR-Kids and has an assigned certifier, contact the certifier assigned to the home to notify him/her of the placement and request that the certifier activate the appropriate certified service on the provider record so that placement service can be entered and approved in the case record.
  - a. When DD is responsible for payment of the child's placement, ask the certifier to activate the following service to the branch placing the child:  
**Foster Care Other-DD Foster Care – SPD paid;**
  - b. When child welfare is responsible for payment of the child's placement, ask the certifier to activate the certified services appropriate for the child (i.e.: **Family Foster Care Non-Rel 0-5**).

2. When the provider already exists in OR-Kids but the provider record does not have an assigned certifier, contact the certification unit that serves your branch office and provide the certification unit with the following information:
  - a. The provider ID in OR-Kids;
  - b. Name and address of the provider;
  - c. Date of placement; and
  - d. The specific certified service that needs to be activated on the provider record.
3. When there is no provider record in OR-Kids, contact the certification unit that serves your branch office and provide the certification unit with the following information:
  - a. Name and address of the provider;
  - b. Date of placement; and
  - c. The specific certified service that needs to be activated on the provider record.

Certification unit staff will contact the Child DD program for certification dates, and create a home provider record in OR-Kids.

### **Adult Foster Homes licensed by Developmental Disabilities and placing a Child (under 18)**

These are rare situations that require prior approval from Adult DD and the home must be certified by Child Welfare, including background records checks on all adults in the home, even the clients. Contact the certification unit for the branch office from which the child is being placed to request the process for the home to be certified by Child Welfare. **Do not place** the child before the home is certified by Child Welfare.

### **DD Foster Homes licensed by Private Agencies**

If the provider cannot be found in OR-Kids or is found but services need to be activated, contact Sarah Walker in the Child Well-Being Unit via email at [Sarah.walker@state.or.us](mailto:Sarah.walker@state.or.us) with the following information:

- a. Name and Address of provider;
- b. Age of child being placed; and
- c. Date of placement.

### **DD Group Homes and Facilities licensed by DD services or Private Agencies or Adult DD Homes and Facilities in which a young adult (18-21) is being placed**

When searching for private agency providers in the OR-Kids system, search for them by the name of the home, not by the parent agency. For example, if the parent agency

is Albertina Kerr but the provider is Wicker Court Group Home, search for Wicker Court Group home. If the provider cannot be found in OR-Kids or is found but services need to be activated, contact Sarah Walker in the Child Well-Being Unit via email at [Sarah.walker@state.or.us](mailto:Sarah.walker@state.or.us) with the following information:

- a. Name and Address of provider;
- b. Age of child being placed; and
- c. Date of placement.

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	Sarah Walker		
<b>Phone:</b>	503-945-6637	<b>Fax:</b>	503-945-6969
<b>E-mail:</b>	<a href="mailto:Sarah.walker@state.or.us">Sarah.walker@state.or.us</a>		